DDS Retained Savings Reinvestment Form Instructions

DDS will upload all saving reinvestment submissions into a database for analysis. The upload process includes a data validation, so please use the provided template without modification to worksheet names, column and row names, and column and row order. Do not include any blank rows before the end of your response. The upload script stops running when it encounters an empty cell in Provider PIN column. Note that information provided on additional worksheets, in additional columns on the projects or costDetails worksheet will not be loaded into the database and therefore will not be reviewed. The Department will return your response for correction for the following issues:

1. The workbook does not contain the Summary, projects, and costDetails worksheets.
2. Changes to column names or order in the projects or costDetails worksheets.
3. Non-numeric values entered in columns D costDetails worksheet.

Please submit your completed response to DDS.OperationsCenter@ct.gov no later than November 30, 2022.

Instructions

The template has three worksheets:

1. Summary: Populate the organization information worksheet with the name and PIN for your organization and enter the total retained savings from your cost report in cell C6. Calculate the total retained savings by summing all the surplus/(deficit) lines from the cost settlement letter for that year.
2. Projects: Please group related uses of retained savings into projects. Each row worksheet represents a separate project. The worksheet has three columns:
   a. Project Title: Provide a concise and descriptive Project Title.
   b. Project Category: Select one of three project categories from the drop down. These categories are listed on OPM's June 7 Updated Guidance on C.G.S Section 4-216(c) - Nonprofit Incentive Program for POS Contracts memo. The possible categories are: strengthening program quality, deferred capital maintenance, and making asset improvements.
   c. Project Description: Enter a more detailed project description.
3. CostDetails: Each line on the CostDetails worksheet represents a unique, project, program, cost category combination. There are four columns on this worksheet:
   a. Requested Project Title: Select a project title from the drop down. This drop down is populated by the items on the Projects worksheet.
   b. Program: Select the program the project will impact. Projects that impact multiple programs will have multiple lines.
   c. Cost Category: Select the most appropriate cost category. Projects that will include multiple cost categories will have multiple lines.